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APPENDIX
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DDA 78-2966/2

28 August 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence/
Deputy Director for National Foreign Assessment/
Deputy Director for Science and Technology
Acting Deputy Director for Operations /
Acting Director of Communications /
Chief, Information Systems Analysis Staff/
FROM: John F. Blake
Deputy Director for Administration
SUBJECT: Establishment of Agency-Wide ADP Professional
Standards
REFERENCE: Memo dtd 26 Jul 78 to EAG Members fr DDCI, subj:
Management of Automatic Data Processing Resources

1. Reference memorandum, in its attachment, assigns a responsibility, amongst others, to the Deputy Director for Administration to formally study the following issue:

"establish an. . . common, Agency-wide ADP professional standards (feasibility studies, requirements definition, specification standards, and programming standards to name a few)."


A report on the findings of this study is to be submitted to DDCI by 15 December 1978.

2. I am asking the Director of Data Processing to assume overall responsibility for this study and he will appoint both a chairman for the study group as well as representation from ODP to be members of the group. I now ask that addressees (DDCI for the O/DCI) nominate to the Director of Data Processing a member to the study group to represent their interests. It is suggested that the DOS&T may wish to nominate two members, one specifically to represent NPIC and the other to represent the balance of that Directorate.

3. Because of the somewhat general nature of the tasking, the first endeavors of the study group will be devoted to problem definition and then the establishment of the scope of the study.

4. The same reference memorandum also requested this Directorate to undertake a study on the matter of creating an Agency-wide ADP career service. That responsibility has been assigned to the Office of Personnel. I have asked the Directors of Personnel and Data Processing to assure the maintenance of close liaison because of the interrelationships that exist between the two study topics.

5. Addressees are asked to submit their nominations directly to Mr. Danny May, Director of Data Processing, by 4 September. The group will be convened upon the call of the chairman.


John F. Blake

Att:
Ref memo

cc: D/ODP
Acting D/Pers

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